



Elementary Principal

Donald Rheem Elementary School

An Equal Opportunity Employer

Moraga School District is located in the lovely cul-de-sac community of the Town of Moraga. It is nestled in the beautiful hillsides of the East Bay between the City of Orinda and the City of Lafayette. The district consists of three elementary schools and one middle school. Our students consistently score advanced and proficient on California standardized tests while excelling in art, music, technology, physical education and a variety of intermediate school electives. The Moraga School District values the involvement of Moraga parents and families, our PTAs, the Moraga Education Foundation, and local businesses. Together we deliver to our TK-8th grade students a first class education addressing the academic, social and emotional needs of our students to succeed in a diverse global world.

MORAGA SCHOOL DISTRICT BOARD OF EDUCATION

Jon Nickens, President
Richard Severy, Vice President
Heather O'Donnell, Member
Jim Obsitnik, Member
Joe Rosenbaum, Member

Superintendent
Bruce K. Burns

*Rheem
Roadrunners*

***Moraga School District
1540 School Street
Moraga, CA 94556
(925) 376-5943 * FAX (925) 376-8132
<http://moraga.k12.ca.us>***

THE POSITION

The Moraga School District is seeking an Elementary Principal who will be responsible for a TK-5 Elementary School.

ABOUT THE DISTRICT

MSD has 1885 students enrolled in its three elementary schools and one middle school.

DUTIES & RESPONSIBILITIES

Under the direction of the Superintendent, responsible for management of all aspects of the school operation, including supervision of all instruction, evaluation of certificated and classified employees, communication with the school community, supervision of school in-service programs; to serve as the instructional leader for professional and paraprofessional staff assigned to the site; participate as an active member of the management team; and to do other related work as required.

- Administers, supervises, and coordinates an elementary program at assigned site;
- Provides for continuous supervision and evaluation of the prescribed instructional program with the stated purpose of improving learning for all students;
- Provides orientation and in-service training for professional and paraprofessional staff;
- Interprets school programs to the community and directs and supervises both certificated and classified personnel assigned to the site;
- Is responsible during school hours for the health, safety, welfare, and morale of all

personnel, both pupils and employees;

- Consults with pupils, parents, and teachers in regard to pupil progress, welfare, discipline and attendance;
- Coordinate the essential auxiliary services, such as health, recreation and maintenance
- Participates in the development of annual budget requirements;
- Is responsible for implementing the district's comprehensive evaluation program for certificated employees and for the evaluation of paraprofessional personnel;
- Provides assistance in the recruitment and selection of professional and paraprofessional personnel;
- Is responsible for maintaining a proper school environment for students and employees;

QUALIFICATIONS

- Must possess and maintain a valid CA Administrative Credential authorizing service as a principal at the K-5 level;
- Must have five (5) years of successful teaching experience at the K-5 level including at least two (2) years of experience in a school leadership role.
- A Master's Degree from an accredited institution of higher learning, preferably in elementary education or administration, or closely related field;

- Knowledge of research findings and recent trends in the education of elementary school pupils;
- Ability to communicate effectively in oral and written form;
- Ability to develop and maintain cooperative relationships within the community with lay and professional individuals and groups, and with parents;
- Ability to work effectively with professional and paraprofessional personnel;
- Ability to effectively manage school site budgets
- Training and/or experience in providing educational opportunities for all student performance levels.

SALARY

The salary range for this position is from \$128,042 to \$153,022.

APPLICATION PROCEDURE

To apply, a candidate must provide:

- *A letter of interest & Resume*
- *Certificated Administrative Application*
- *3 Letters of Recommendation*

TENTATIVE SELECTION DATES

Application Due.....3/13/17
Paper Screening.....3/15/17
First Interviews*3/21/17
Second Interviews*3/23/17
These dates may change.

Please forward application materials to:

Moraga School District
Attn: Lisa Crouch
1540 School Street
Moraga, CA 94556
lcrouch@moraga.k12.ca.us